



## **Georgia Firefighter Standards and Training Council (GFSTC)**

### **Individual Certification/Compliance Information (Revised 06/06)**

**[WWW.GFSTC.GEORGIA.GOV](http://WWW.GFSTC.GEORGIA.GOV)**

Effective July 1, 2004, each member of each fire department operating in this state must meet the employment/appointment requirements as specified by the Georgia Firefighter Standards and Training Council. Currently, there are a total of five (5) recognized levels of state certification. They are Firefighter, Fire and Life Safety Educator, Fire Inspector, Fire Investigator, and Airport Firefighter. The state certification levels have been expanded to allow volunteer and part-time firefighters to be certified. For volunteers and part-time firefighters, registration with this agency is required and the state certification is optional.

This document is prepared to present current requirements and procedures of Georgia Firefighter Standards and Training Council. Questions and comments may be directed to the agency office at 478-993-4521.

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# **I. VOLUNTEER FIREFIGHTERS**

## **Volunteer Support Firefighter**

Those volunteer firefighters who are limited as to their function and do not participate in activities which may require them being in close proximity to any hazardous zone.

### **Minimum Training:**

Satisfactorily complete the Georgia Basic Support Firefighter Training Course or equivalent.

Individuals who have received training that is equivalent or exceeds the Georgia Basic Support Firefighter Training Course and records maintained by the fire department validate this training; the fire chief may submit a completed “Verification of Training Form” to this agency for credit consideration.

### **Continued Annual Training:**

At this time there are no annual training requirements for non-state certified volunteer firefighters established by the Georgia Firefighter Standards and Training Council (GFSTC).

## **Volunteer Firefighter**

“Volunteer” means not employed for compensation by but appointed and regularly enrolled to serve as a firefighter for any municipal, county, state, or private incorporated fire department.

### **Minimum Training:**

Those **appointed prior to July 1, 2004** must hold valid certificates of training for one of the following:

- FDC 101 Basic Firefighter or,
- Module 1 of the Georgia Basic Firefighter Course or,
- Georgia Basic Firefighter or,
- NPQ Firefighter I or,
- Accepted Equivalent

Individuals who have received training that is equivalent to or exceeding any of the courses listed above and records maintained by the fire department validate this training, the fire chief may submit a completed “Verification of Training Form” for credit consideration.

Those **appointed July 1, 2004 – June 30, 2005** must satisfactorily complete the Module 1 of the Georgia Basic Firefighter Course or accepted equivalent.

Those **appointed July 1, 2005, and later** must satisfactorily complete the Module 1 of the Georgia Basic Firefighter Course or accepted equivalent and have completed a live-fire course taught by or through the Georgia Fire Academy. For credit from the Council, the live-fire component will meet the following conditions:

1. The live-fire component shall be taught by the Georgia Fire Academy **or** by instructors who have completed an apprenticeship as a live-fire instructor with the Georgia Fire Academy.
2. The live-fire component must be instructed in accordance with NFPA 1403 and the applicable EPD regulations.
3. The Module-1 component must be completed prior to the live-fire evolution.
4. Delayed implementation of the live-fire component until July 1, 2005, so that a cadre of firefighters who have completed the live-fire training and apprenticeship program is developed.

**Continued Annual Training:**

At this time there are no annual training requirements for non-state certified volunteer firefighters established by the Georgia Firefighter Standards and Training Council (GFSTC). Please note that Insurance Services Office (ISO) requirements are not affected by GFSTC decisions.

## **II. PART-TIME FIREFIGHTERS**

“Part-time” means employed for compensation on less than a full-time basis by any municipal, county, state, or private incorporated fire department.

**Minimum Training:**

Those appointed **prior to July 1, 2004** must hold valid certificates of training for one of the following:

- FDC 101 Basic Firefighter or,
- Module 1 of the Georgia Basic Firefighter Course or,
- Georgia Basic Firefighter or,
- NPQ Firefighter I or,
- Accepted Equivalent

Individuals who have received training that is equivalent or exceeds any of the courses listed above and records maintained by the fire department validate this training, the fire chief may submit a completed “Verification of Training Form” to this agency for credit consideration.

Those **appointed July 1, 2005, and later** must satisfactorily complete the Module 1 of the Georgia Basic Firefighter Course or accepted equivalent and have completed a live-fire course taught by or through the Georgia Fire Academy. For credit from the Council, the live-fire component will meet the following conditions:

1. The live-fire component shall be taught by the Georgia Fire Academy **or** by instructors who have completed an apprenticeship as a live-fire instructor with the Georgia Fire Academy.
2. The live-fire component must be instructed in accordance with NFPA 1403 and the applicable EPD regulations.
3. The Module-1 component must be completed prior to the live-fire evolution.
4. Delayed implementation of the live-fire component until July 1, 2005, so that a cadre of firefighters who have completed the live-fire training and apprenticeship program is developed.

### **Continued Annual Training:**

At this time there are no annual training requirements for non-state certified part-time firefighters established by the Georgia Firefighter Standards and Training Council (GFSTC). Please note that Insurance Services Office (ISO) requirements are not affected by GFSTC decisions.

## **III. STATE CERTIFIED FIREFIGHTERS**

“Full-time” means employed for compensation on a basis of at least 40 hours per week by any municipal, county, state, or private incorporated fire department.

Full-time firefighters are required to be state certified. Effective 07/01/2004, volunteers and part-time firefighters may choose to be state certified, if not required by the authority having jurisdiction.

Firefighter Certification Requirements: O.C.G.A. 25-4-8

1. At least 18 years of age;
2. Not have been convicted of a felony within 10 years prior to employment; There is an exception: Firefighters who have been convicted of a felony and have participated in the Georgia Department of Corrections Firefighter program may be state certified providing certain provision have been met. Refer to O.C.G.A. 25-4-8 (2) for specifics.
3. Have good moral character as determined by investigation under procedure approved by the council;
4. Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record;
5. Be in good physical condition as determined by a medical examination and successfully pass the minimum physical agility requirements established by the Council;
6. Possess, or achieve within 12 months after employment, a high school diploma or a general education development equivalency.
7. Successfully challenge the Georgia Firefighter Certification Examination.

### **Minimum Training:**

The minimum training requirement for state certified firefighter is the Georgia Basic Firefighter Training Course as taught by the Georgia Fire Academy or accepted equivalent.

### **Firefighter Re-certification Procedure:**

Firefighter re-certification will consist of two components:

1. **A demonstration of certain core skills/knowledge** to maintain proficiency and
2. **A continued training/education component** to advance a firefighter’s level of knowledge and ability.

The core competency portion would be subject to the following conditions:

1. The competencies would be specified by GFSTC, based on objectives found in the Georgia Basic Firefighter Training Course, based upon NFPA 1001, Firefighter Professional Qualifications. All non-core exempt firefighters are required to demonstrate/perform the specified competencies annually.

2. The local department shall determine the method for completion of the competencies. Methods may include drills, training based scenarios, and check-off exercises.
3. The local fire department is to notify GFSTC annually of those individuals who have completed the core competencies.
4. GFSTC may verify completion of competencies by conducting skills tests at fire departments as is deemed necessary.
5. Fire service members may be designated by the local fire chief as core exempt and are not required to complete core competencies but do have additional annual training requirements.

The **continued annual training** component is subject to the following conditions:

1. Every non-core exempt firefighter, in addition to annual completion of core competencies, is required to complete a minimum of 24 hours of relevant training at a class/training session pre-accepted by GFSTC.
2. Core exempt fire service members are not required to complete annual core competencies but are required to complete 40 hours of relevant training at a classes/training sessions pre-accepted by GFSTC.
3. The local fire chief may choose **not** to designate anyone as core exempt and select to complete the same requirements as non-core exempt personnel.

**Training that is conducted to meet the re-certification requirements must be conducted in a professional organized manner and meet specific criteria defined by GFSTC.**

#### **Recognition of Firefighter Incumbents –**

##### **Until 12/31/2006:**

1. Anyone who has been performing the duties of a Firefighter prior to 07/01/2004 and who has completed the employment requirements specified is deemed as having met the initial requirements for Firefighter and will be issued a certificate as such.
2. Anyone who has completed the Georgia Basic Firefighter Training Course and passes the Firefighter certification examination and who has completed the employment requirements specified is deemed as having met the initial requirements for Firefighter and will be issued a certificate as such.

##### **Firefighter training and testing requirements beginning 01/01/2007:**

###### Option A:

1. Completed the Georgia Basic Firefighter Training Course.
2. Challenges and passes the Firefighter certification examination within one year prior to the date of certification.
3. If the date of completion of the Georgia Basic Firefighter Training Course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:

- a. Present proof of an average of 24 hours per year of accepted Firefighter training.

OR

- b. Present documentation to the Georgia Firefighter Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Firefighter.

Option B:

1. Completed training as determined by the Georgia Firefighter Review Committee as equal to or exceeding the Georgia Basic Firefighter Training Course.
2. Challenges and passes the Firefighter certification examination within one year prior to the date of certification.
3. If the date of completion of the equivalent training course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:
  - a. Present proof of an average of 24 hours per year of accepted relevant Firefighter training.

OR

- b. Present documentation to the Georgia Firefighter Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Firefighter.

**Georgia Firefighter Review Committee:**

The Georgia Firefighter Review Committee shall function with an advisory capacity to Georgia Firefighter Standards and Training Council and consist of subject matter experts such as representatives from the following:

- Georgia State Fire Marshal or his/her representative.
- Georgia Fire Academy Director or his/her representative.
- County Fire Department Fire Chief or his/her representative
- City/Municipal Fire Department Fire Chief or his/her representative
- Georgia Fire Chiefs Association President or his/her representative
- Georgia State Firefighters Association President or his/her representative

## **IV. STATE CERTIFIED FIRE AND LIFE SAFETY EDUCATORS**

Effective July 1, 2004, anyone employed by a recognized and certified fire department as a Fire and Life Safety Educator must meet the employment and training requirements as established by the Georgia Firefighter Standards and Training Council. Individuals may seek recognition as a Fire and Life Safety Educator providing he/she is registered with GFSTC as a volunteer or part-time firefighter and is a member of a certified fire department, or is employed by a city, county or state governmental entity. The following describes those requirements as approved by the Council.

1. Anyone employed or who seeks a state certificate, as a Fire and Life Safety Educator must meet the following qualifications:
2. Be at least 18 years of age.
3. Not have been convicted of a felony in any jurisdiction within ten years prior to employment/appointment and never convicted of a felony for a crime against a minor.
4. Have a good moral character as determined by investigation under procedure approved by the council. The same procedure for determining good moral character for firefighters will be used for Fire and Life Safety Educators as well.
5. Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
6. Possess or achieve within 12 months after employment/appointment a high school diploma or a general education development equivalency.
7. Complete a Fire and Life Safety Educator Course as taught by the Georgia Fire Academy or accepted equivalent.

8. Successfully challenge the Georgia Fire and Life Safety Educator certification examination.

**Fire and Life Safety Educator Re-certification Procedure:**

The Fire and Life Safety Educator should demonstrate the ability to perform basic educator skills, which is reported to this agency by one of two methods. Fire departments may indicate on the GFSTC report that the Educator has performed basic educator skills (core competencies) during the calendar year or submit a letter under the signature of the Fire Chief or his/her designees stating these skills have been demonstrated. In addition, the Educator must have a minimum of 24 hours of training in relevant GFSTC accepted training program(s) annually.

**Recognition of Educator Incumbents –  
Until 12/31/2006:**

1. Anyone who has completed the current Fire and Life Safety Educator I Course as taught by the Georgia Fire Academy and has been performing the duties of an Educator since 07/01/2004 and has completed the employment requirements specified is deemed as having met the initial requirements for Fire and Life Safety Educator and will be issued a certificate as such.
2. Anyone who has completed the Fire and Life Safety Educator I course as taught by the Georgia Fire Academy and passes the Fire and Life Safety Educator certification examination and has completed the employment requirements specified is deemed as having met the initial requirements for Fire and Life Safety Educator and will be issued a certificate as such.

**Educator training and testing requirements beginning 01/01/2007:**

**Option A:**

1. Completed the Fire and Life Safety Educator I Course taught by the Georgia Fire Academy.
2. Challenges and passes the Fire and Life Safety Educator certification examination within one year prior to the date of certification.
3. If the date of completion of the Fire and Life Safety Educator I Course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:
  - a. Present proof of an average of 24 hours per year of accepted Fire and Life Safety Educator training.

**OR**

- b. Present documentation to the Georgia Fire and Life Safety Educator Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Fire and Life Safety Educator.

**Option B:**

1. Completed training as determined by the Georgia Fire and Life Safety Educator Review Committee as equal to or exceeding the Fire and Life Safety Educator Course as taught by the Georgia Fire Academy.
2. Challenges and passes the Fire and Life Safety Educator certification examination within one year prior to the date of certification.
3. If the date of completion of the equivalent training course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:
  - a. Present proof of an average of 24 hours per year of accepted Fire and Life Safety Educator training.



OR

- b. Present documentation to the Georgia Fire and Life Safety Educator Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Fire and Life Safety Educator.

**Georgia Fire and Life Safety Educator Review Committee:**

The Georgia Fire and Life Safety Educator Review Committee shall function with an advisory capacity to Georgia Firefighter Standards and Training Council and consist of subject matter experts such as representatives from the following:

- Georgia State Fire Marshal or his/her representative.
- Georgia Fire Academy Director or his/her representative.
- County Fire Department fire and life safety educator.
- City/Municipal Fire Department fire and life safety educator.
- Georgia Fire and Life Safety Educator Association President or his/her representative.

## **V. STATE CERTIFIED FIRE INSPECTORS**

Effective July 1, 2004, anyone employed by a recognized and certified fire department as a Fire Inspector must meet the employment and training requirements as established by the Georgia Firefighter Standards and Training Council. Individuals may seek recognition as a Fire Inspector providing he/she is registered with GFSTC as a volunteer or part-time firefighter and is a member of a certified fire department, or is employed by a city, county or state governmental entity. The following describes those requirements as approved by the Council.

1. Anyone employed or who seeks a state certificate, as a Fire Inspector must meet the following qualifications:
2. Be at least 18 years of age.
3. Not have been convicted of a felony in any jurisdiction within ten years prior to employment/appointment.
4. Have a good moral character as determined by investigation under procedure approved by the council. The same procedure for determining good moral character for firefighters will be used for Fire Inspectors as well.
5. Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
6. Possess or achieve within 12 months after employment/appointment a high school diploma or a general education development equivalency.
7. Complete a Fire Inspector I basic training course as taught by the Georgia Fire Academy or accepted equivalent.
8. Successfully challenge the Georgia Fire Inspector Certification examination.

**Fire Inspector Re-certification Procedure:**

The Fire Inspector should demonstrate the ability to perform basic inspector skills, which is reported to this agency by one of two methods. Fire departments may indicate on the GFSTC report that the Inspector has performed basic inspector skills (core competencies) during the calendar year or submit a letter under the signature of the Fire Chief or his/her designees stating these skills have been demonstrated. In addition, the Inspector must

have a minimum of 24 hours of training in relevant GFSTC accepted training program(s) annually.

**Recognition of Inspector Incumbents –  
Until 12/31/2006:**

1. Anyone who has been performing the duties of a Fire Inspector prior to 07/01/2004 and has completed the employment requirements specified and holds a certificate from at least 1 (one) of the following is deemed as having met the initial requirements for Fire Inspector and will be issued a certificate as such.
  - NPQ certified Fire Inspector
  - ICC certified Fire Inspector
  - SBCCI certified Fire Inspector
  - NFPA certified Fire Inspector
2. Anyone who has completed the Fire Inspector I course as taught by the Georgia Fire Academy and passes the Fire Inspector certification examination and has completed the employment requirements specified is deemed as having met the initial requirements for Fire Inspector and will be issued a certificate as such.

**Inspector Training and testing requirements beginning 01/01/2007:**

Option A:

1. Completed the Fire Inspector I Course taught by the Georgia Fire Academy.
2. Challenges and passes the Fire Inspector certification examination within one year prior to the date of certification.
3. If the date of completion of the Fire Inspector I Course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:
  - a. Present proof of an average of 24 hours per year of accepted Fire Inspector training.

OR

- b. Present documentation to the Georgia Fire Inspector Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Fire Inspector.

Option B:

1. Completed training as determined by the Georgia Fire Inspector Review Committee as equal to or exceeding the Fire Inspector I Course as taught by the Georgia Fire Academy.
2. Challenges and passes the Fire Inspector certification examination within one year prior to the date of certification.
3. If the date of completion of the equivalent training course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:
  - a. Present proof of an average of 24 hours per year of accepted Fire Inspector training.

OR

- b. Present documentation to the Georgia Fire Inspector Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Fire Inspector.

**Georgia Fire Inspector Review Committee:**

The Georgia Fire Inspector Review Committee shall function with an advisory capacity to Georgia Firefighter Standards and Training Council and consist of subject matter experts such as representatives from the following:

- Georgia State Fire Marshal or his/her representative.
- Georgia Fire Academy Director or his/her representative.
- County Fire Department fire inspector.
- City/Municipal Fire Department fire inspector.
- County government fire inspector.
- City/Municipal government fire inspector.
- Georgia Fire Inspector Association President or his/her representative.

## **VI. STATE CERTIFIED FIRE INVESTIGATORS**

Effective July 1, 2004, anyone employed by a recognized and certified fire department as a Fire Investigator must meet the employment and training requirements as established by the Georgia Firefighter Standards and Training Council. Individuals may seek recognition as a Fire Investigator providing he/she is registered with GFSTC as a volunteer or part-time firefighter and is a member of a certified fire department, or is employed by a city, county or state governmental entity. The following describes those requirements as approved by the Council.

Anyone employed or who seeks a state certificate, as a Fire Investigator must meet the following qualifications:

1. Be at least 18 years of age.
2. Not have been convicted of a felony in any jurisdiction.
3. Have a good moral character as determined by investigation under procedure approved by the council. The same procedure for determining good moral character for firefighters will be used for Fire Investigators as well.
4. Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
5. Possess or achieve within 12 months after employment/appointment a high school diploma or a general education development equivalency.
6. Successfully challenge the Georgia Fire Investigator Certification Examination

The Required Minimum Initial Training for Fire Investigators is the Arson Investigations Level 1 and Level 2 Courses as taught by the Georgia Police Academy or accepted equivalent.

**Fire Investigator Re-certification Procedure:**

The Fire Investigator should demonstrate the ability to perform basic investigation skills, which is reported to this agency by one of two methods. Fire departments may indicate on the GFSTC report that the Investigator has performed basic investigation skills (core competencies) during the calendar year or submit a letter under the signature of the Agency Head or his/her designee stating these skills have been demonstrated. In addition, the Investigator must have a minimum of 24 hours of training in relevant GFSTC pre-accepted training program(s) annually.

## **Recognition of Investigator Incumbents –**

### **Until 12/31/2006:**

1. Anyone who has completed both of the Arson Investigation Courses and is currently P.O.S.T. certified as an Arson Investigator is deemed as having met the initial requirements for Fire Investigator and will be issued a certificate as such.
2. Anyone who has been performing the duties of a Fire Investigator since 07/01/2004 and completed both of the Arson Investigation Courses and passes the Arson Investigator certification examination and has completed the employment requirements specified is deemed as having met the initial requirements for Fire Investigator and will be issued a certificate as such.

### **Investigator training and testing requirements beginning 01/01/2007:**

#### **Option A:**

1. Completed the Level 2 Arson Investigation Course taught by the Georgia Police Academy.
  2. Challenges and passes the Fire Investigator certification examination within one year prior to the date of certification.
  3. If the date of completion of the Arson Investigator Level 2 Course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:
    - a. Present proof of an average of 24 hours per year of accepted Fire Investigator training.
- OR
- b. Present documentation to the Georgia Fire Investigator Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Fire Investigator.

#### **Option B:**

1. Completed training as determined by the Georgia Fire Investigator Review Committee as equal to or exceeding the Level 1 and 2 Arson Investigation Courses as taught by the Georgia Police Academy.
  2. Challenges and passes the Arson Investigator certification examination within one year prior to the date of certification.
  3. If the date of completion of the equivalent training course is in excess of 60 months or prior to 07/01/2004, (which ever is the lesser), the candidate must:
    - a. Present proof of an average of 24 hours per year of accepted Fire Investigator training.
- OR
- b. Present documentation to the Georgia Fire Investigator Review Committee requesting acceptance recommendation through a combination of training and/or experience as a Fire Investigator.

### **Georgia Fire Investigator Review Committee:**

The Georgia Fire Investigator Review Committee shall function with an advisory capacity to Georgia Firefighter Standards and Training Council and consist of subject matter experts such as representatives from the following:

- Georgia State Fire Marshal or his/her representative
- Georgia Fire Academy Director or his/her representative.
- A County Fire Department fire investigator
- A City/Municipal Fire Department fire investigator

- A Sheriff's Department fire investigator
- A City/Municipal Police Department fire investigator
- Georgia Fire Investigators Association President or his/her representative
- A Georgia District Attorney, Georgia Assistant District Attorney, or a representative of the Georgia Prosecuting Attorney Council

## VII. STATE CERTIFIED AIRPORT FIREFIGHTERS

Airport firefighter means any person assigned to any airport located in this state that performs the duties of aircraft fire fighting or rescue.

Airport means any airport located in this state, which has regularly scheduled commercial air carrier service, or commuter airline service as required for certification under Section 139.49 of the Federal Aviation Administration regulations.

Anyone employed or who seeks a state certificate, as an Airport Firefighter must meet the following qualifications:

1. At least 18 years of age;
2. Not have been convicted of a felony within 10 years prior to employment;
3. Have good moral character as determined by investigation under procedure approved by the council;
4. Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record;
5. Be in good physical condition as determined by a medical examination and successfully pass the minimum physical agility requirements as established by the council;
6. Possess, or achieve within 12 months after employment, a high school diploma or a general education development equivalency.
7. Successfully challenge the Georgia Airport Firefighter Certification Examination

### **Minimum Training:**

The minimum training requirement for state certified airport firefighter is the Georgia Basic Airport Rescue Firefighter Training Course or accepted equivalent.

### **Airport Firefighter Re-certification Procedure:**

Airport Firefighter re-certification will consist of two components:

1. **A demonstration of certain core skills/knowledge** to maintain proficiency and
2. **A continued training/education component** to advance an airport firefighter's level of knowledge and ability.

The core competency portion would be subject to the following conditions:

1. The competencies, as specified by GFSTC, would be based on objectives found in the Georgia Basic Airport Firefighter Training Course, based upon NFPA 1003, Airport Firefighter Professional Qualifications. All non-core exempt firefighters are required to demonstrate/performance the specified competencies annually.
2. The local department shall determine the method for completion of the competencies. Methods may include drills, training based scenarios, check-off exercises.
3. The local fire department is to notify GFSTC annually of those individuals who have completed the core competencies.

4. GFSTC may verify completion of competencies by conducting skills tests at fire departments as is deemed necessary.
5. Fire service members may be designated by the local fire chief as core exempt and are not required to complete core competencies but do have additional annual training requirements.

The **continued annual training** component is subject to the following conditions:

1. Every non-core exempt airport firefighter, in addition to annual completion of core competencies, is required to complete a minimum of 24 hours relevant training at a class/training session pre-accepted by GFSTC.
2. Core exempt fire service members are not required to complete annual core competencies but are required to complete 40 hours of training at a classes/training sessions pre-accepted by GFSTC.
3. The local fire chief may choose **not** to designate anyone as core exempt and select to complete the same requirements as non-core exempt personnel.

**Training that is conducted to meet the re-certification requirements must be conducted in a professional organized manner and meet specific criteria defined by GFSTC.**

#### **Recognition of Airport Firefighter Incumbents –**

##### **Until 12/31/2006:**

1. Anyone who has been performing the duties of an Airport Firefighter prior to 07/01/2005 and who has completed the employment requirements specified is deemed as having met the initial requirements for Airport Firefighter and will be issued a certificate as such.
2. Anyone who has completed the Georgia Basic Airport Firefighter course and passes the Airport Firefighter certification examination and who has completed the employment requirements specified is deemed as having met the initial requirements for Airport Firefighter and will be issued a certificate as such.

##### **Airport Firefighter Training and testing requirements beginning 01/01/2007:**

###### Option A:

1. Completed the Georgia Basic Airport Firefighter course.
2. Challenges and passes the Airport Firefighter certification examination within one year prior to the date of certification.
3. If the date of completion of the Georgia Basic Airport Firefighter course is in excess of 60 months or prior to 07/01/2005, (which ever is the lesser), the candidate must:
  - a. Present proof of an average of 24 hours per year of accepted Airport Firefighter training.

###### **OR**

- b. Present documentation to the Georgia Airport Firefighter Review Committee requesting acceptance recommendation through a combination of training and/or experience as an Airport Firefighter.

###### Option B:

1. Completed training as determined by the Georgia Airport Firefighter Review Committee as equal to or exceeding the Georgia Basic Airport Firefighter course.
2. Challenges and passes the Airport Firefighter certification examination within one year prior to the date of certification.

3. If the date of completion of the equivalent training course is in excess of 60 months or prior to 07/01/2005, (which ever is the lesser), the candidate must:
    - a. Present proof of an average of 24 hours per year of accepted Airport Firefighter training.
- OR
- b. Present documentation to the Georgia Airport Firefighter Review Committee requesting acceptance recommendation through a combination of training and/or experience as an Airport Firefighter.

**Georgia Airport Firefighter Review Committee:**

The Georgia Airport Firefighter Review Committee shall function with an advisory capacity to Georgia Firefighter Standards and Training Council and consist of subject matter experts such as representatives from the following:

- Georgia State Fire Marshal or his/her representative.
- Georgia Fire Academy Director or his/her representative.
- County “Airport” Fire Department Fire Chief or his/her representative.
- City/Municipal “Airport” Fire Department Fire Chief or his/her representative.
- Representative of the Federal Aviation Administration (FAA)
- Representative of the Airline Pilots Association
- Local, State, or Federal Airport Authority
- Georgia ARFF Technical Committee Chair or his/her representative.

## **VIII. GFSTC ACCEPTED TRAINING FOR RE-CERTIFICATION**

Re-certification for state certified Firefighters, Fire and Life Safety Educators, Fire Inspectors, Airport Firefighters, and Fire Investigators consists of two (2) parts, core competencies and continued annual training. The only exception is the core exempt (firefighter and airport firefighter levels only) designated by the fire chief. Core exempt are individuals who do not participate in physical duties as those identified in the core competencies. As an example, designated core exempt will not don PPE and perform fire suppression duties. Core exempt are not required to demonstrate annual core competencies, but the continued annual training increases from 24 to 40 hours.

There are currently four (4) methods in which certified Firefighters, Fire and Life Safety Educators, Fire Inspectors, Airport Firefighters, and Fire Investigators may accrue continued annual training credit (re-certification hours).

1. Certificates issued by state and national agencies for training that is applicable for the defined level of certification is accepted. For example, Georgia Fire Academy, Department of Homeland Security/Georgia Emergency Management Agency, National Fire Academy, etc. are accepted.
2. Fire Departments who have purchased the instructional package from one of the 3 basic firefighter-training manuals approved by the Georgia Firefighter Standards and Training Council and have a qualified instructor may accrue re-certification hours. The 3 GFSTC approved manuals are the Essentials of Firefighting by IFSTA, the Firefighter’s Handbook by Delmar, and the Fundamentals of Fire Fighter Skills by Jones and Bartlett. To receive re-certification credit, the local training records must be maintained indicating the issued GFSTC course number as well as good record keeping practices. Course numbers by chapter for the

GFSTC approved training manuals may be found on our website at [WWW.GFSTC.GEORGIA.GOV](http://WWW.GFSTC.GEORGIA.GOV) or by contacting our office. Good record keeping practices include the GFSTC course number, a description of the training, course objectives, student's names and signatures, instructor name and signature, with dates and times.

3. Classes, courses, and schools developed and delivered locally by qualified instructors may be accepted. The agency head or his/her designee must submit a completed "Course Credit Request Form" for acceptance. As these courses are accepted, GFSTC will issue a course number. The fire department must in turn maintain training records tracking each individual's progress using the course number and good record keeping practices.
4. Fire service associations may also submit a Course Credit Request Form for credit for attendees. GFSTC in conjunction with the Educators, Inspectors, Investigators, Firefighters, and Fire Chiefs associations in this state have developed accepted practices to use for credit. In affect, the respective association submits a Course Credit Request Form to GFSTC who in turn issues a course number. In addition, assurances must be made that training occurs, attendees are present, and the training is applicable for the level(s) of certification credited. The individual's fire department must in turn maintain training records tracking each individual's progress using the course number and good record keeping practices.

## **IX. GOOD MORAL CHARACTER PROCEDURE**

### **Good Moral Character Procedure:**

O.C.G.A. 25-4-8 specifies the requirements for employed or certified firefighters, educators, inspectors, airport firefighters, and investigators. One of the requirements listed requires that an employed or certified individual have "good moral character" as determined by investigation under procedure approved by the Council. The procedure approved by the Council requires that good moral behavior be assessed by the candidate's behavior as shown on a criminal history background report. More specifically, the local agency or fire department should assess the information included on fingerprint search reports or GCIC and NCIC reports, to determine the status of the candidate's criminal history. Those whose histories don't show a recent pattern of convictions of crimes involving stealing, cheating, or lying will be considered as having met the "good moral character" provision. This is verified through a statement signed by the local agency head or his/her designee attesting that he/she has investigated the criminal history of the individual and has determined that the candidate is of good moral character. This statement is included as part of the Certification Package.

## **X. NATIONAL PROFESSIONAL QUALIFICATION SYSTEM (NPQS) CERTIFICATIONS**

Multiple levels of NPQ(S) certifications are available to fire service personnel in this state who meet established prerequisite training and testing requirements. There is no distinction between volunteer, part-time, or career status for national (NPQ) certifications. There are components of various NPQ examinations that are used within the state certification requirements. For example, the written NPQ exam and the required written



exam for state certification is the same. The difference being, with national certification the skills or practical examination is required, and with state certification additional requirements such as criminal history investigation, good moral character, high school diploma or GED, etc. is necessary. For additional information, visit the GFSTC website or contact our office.

## **XI. DOCUMENTATION**

Forms may be found on our website at [WWW.GFSTC.GEORGIA.GOV](http://WWW.GFSTC.GEORGIA.GOV) or by contacting our office at 478-993-4521.

### **Volunteer Fire Department Personnel Roster:**

The Volunteer Fire Department Personnel Roster is used to notify or register with this agency volunteers, and/or part-time firefighters currently assigned to the fire department that have received certificates of training that meets or exceeds the established minimum training requirements.

### **Volunteer Firefighter Verification of Training Form:**

As of July 1, 2004 each member of every fire department must have a minimum level of training as specified by the Georgia Firefighter Standards and Training Council. GFSTC will recognize previous training if it is adequately documented in departmental records and the documented training meets or exceeds minimum requirements. This form is to be used to verify this previous training.

### **Certification Package:**

GFSTC approved the method for individuals to apply state firefighter, fire and life safety educator, fire inspector, fire investigator, and airport firefighter certifications. Those seeking certification must submit the required certification data to GFSTC via the appropriate Certification Package. The Certification Package will enable firefighters/fire departments to clearly see what information is required for state certification and allows that information to be submitted in a neat and efficient manner. Career firefighters, educators, inspectors, investigators, and airport firefighters are required to be state certified. Volunteers and part-time personnel may choose to seek state certification. The certification package is to be used by individuals who have never been state certified or whose certification has lapsed for more than 12 months.

### **Certification Short Form:**

- Used to add an additional level of certification for individuals who have meet all requirements and are currently state certified in one or more of the 5 levels.
- Certified individuals who move from one fire department to another or are rehired within 1 year of the termination date may use the certification short form providing all requirements are met and the receiving department chooses to accept previous hiring requirements from the previous department.

### **Change of Status Form:**

The change of status form is to be used to notify GFSTC of any change of status for fire department personnel. Examples include:

- Adding personnel to the fire department
- Deleting or terminating personnel from the fire department
- Placing personnel on medical leave

- Personnel returning from medical leave
- Placing personnel on military leave
- Personnel returning from military leave
- Classifying personnel as core exempt or non-core exempt

Note: The Council has approved medical and military leave as approved leaves of absences. The required continuing annual training (re-certification hours) will be pro-rated for personnel on approved leave of absence.

## **XII. DIFFERENCES BETWEEN STATE AND NATIONAL (NPQ/Pro Board) CERTIFICATION**

### **State Certification**

**(Firefighter, Fire and Life Safety Educator, Fire Inspector, Fire Investigator, Airport Firefighter)**

Individuals who are employed on a full-time basis for a fire department are required to be certified through GFSTC. Volunteers and part-time members may achieve state certification if so desired or as required by his/her agency. State certification consists of submitting a certification package containing the following:

- Required training completion
- Satisfactory completion of the certification written examination
- Proof of 18 years of age
- High School diploma or G.E.D
- Criminal history report to determine felony conviction (Fingerprint search)
- Good moral character investigation
- Medical examination (if required by the level of certification)
- Physical Agility Test (if required by the level of certification)

### **National Certification “NPQ” or National Professional Qualification System (NPQS)** **(12 categories with 30 specific certifications)**

At this time, there are no GFSTC requirements for individuals to obtain NPQ certification at any level. NPQ certification consists of the following:

- 18 years of age
- Member of a fire department or public safety agency
- Obtain the required training
- Satisfactory completion of the written examination within 1 year of the skills examination
- Satisfactory completion of the skills examination within 1 year of the written examination

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